

# Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

The well-established and systematic procedure increases the life of physical as well as academic facilities. Our College has a well-defined mechanism for the maintenance of all these facilities. It is a prerequisite that both procedures and policies are bespoke as per the requirements for effective desired outcomes in academics and non-academic activities. The laboratories, library, sports complex, computers, gymnasium, indoor stadium and classrooms are an unremitting process and in every academic year, separate budgetary provisions are kept for these things. The College has framed guidelines and procedure for repairing and maintenance activities to ensure time-bound maintenance work. The physical, academic and support facilities are augmented and maintained through various College committees.

- The College Development Committee has the core responsibilities to increase the utilization of physical and academic resources along with its sports facilities according to the demand and requirement of the students.
- Under the supervision of the convener of College Development Committee, a few sub committees like Budget Committee, Repair and Maintenance Committee, Campus Beautification Committee and like are formed to take care of different physical and academic facilities of the institution.
- All the laboratories, Computer as well as Science labs are under the supervision of lab attendants. The maintenance of all these equipment is kept in record with date, day and time.



Principal  
S.S.M. College  
Dinanagar

- All the computer in labs, departments and clerical offices are password protected and are used only for academic policies. No software outside the curriculum is downloaded in any computer of the College.
- The labs are regularly upgraded with latest technological gadgets.
- The class rooms, corridors, open air theatre, auditorium, departments, seminar halls, open air-theatre are also kept under the supervision committee.
- The instructions and motivational quotes are displayed in classes and corridors to motivate students to take care of the College property.
- The librarian is the main In-charge for the maintenance of library. There are fix library hours both for faculty and students. The books are issued on demand according to set policies. The library attendants take care of the books, journals, magazines as well as belongings of the students.
- The decoration of the whole campus is maintained and increased whenever needed with latest beautification ideas given by the Campus Beautification Committee.
- The College maintains its same keen eyes of observation for the support facilities.
- The whole campus is fully and regularly cleaned with proper dusting. Dustbins are placed at various places to avoid littering.
- The College Canteen Committee maintains the proper hygiene of the canteen as well as the food items are well checked before being served.
- All the washrooms are cleaned twice a day.
- The institution has a Computer Hardware Maintenance Facility (CHMF) with a Hardware Engineer.
- Lab equipment's are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- Users register & log books are maintained and the instruments are used within the proximity of teachers.



Principal  
S.S.M. College  
Dinahagar

 A handwritten signature in blue ink, written over the typed name of the Principal.

- Electrically sensitive equipment are provided with necessary back up to certify stable functioning and to safeguard against voltage variations. In case of disruption in power supply, the diesel generator functions as the substitute source.
- The class rooms are well maintained. Most of the departments maintain department libraries with proper stock and issue register.
- All Sports facilities are under the in-charge of the Director of Physical Education. Time is prearranged to students for using gymnasium. The repairs of the courts are done frequently.
- The well-trained staff nurse in Medical Room takes care of the students by providing first-aid, other medical facilities along with common medicines. Wheel-chair and stretcher are also made available in emergency cases.
- The college is having hostel committee which accomplishes the hostel maintenance. The separate non-teaching staff is appointed for housekeeping.
- The repair and maintenance work is done in and around the Campus whenever the need arises.



Principal  
S.S.M. College  
Dinanagar

A handwritten signature in green ink, appearing to be 'S. S. M.', written over the printed name of the Principal.